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Category: 6000 Personnel

6380 R

Policy: 6380

Adopted: Last Revised:

Type: R

01/01/97 01/01/97

Title: **Cortland World Wide Web**

The availability of Internet access in the Cortland Enlarged City School District provides an opportunity for students and employees to contribute to the district's presence on the World Wide Web (WWW). The website provides information to the world about curriculum, instruction, activities and information as per the district web policy.

The district has established a Web Working Group (WWG) that oversees and monitors the district website for compliance with district web policy, regulation and procedures. The group's composition has representation from students, staff (instructional and non-instructional), administration and the community. This group also approves all web pages or links on the district's web servers. The web working group is responsible for designing the "sponsorship" process for students.

All web authors must participate in appropriate training to familiarize themselves with and adhere to the related policies, regulations and procedures. Failure to follow these policies or regulations may result in the loss of authoring privileges or more stringent disciplinary measures.

All district web pages must have an objective that conforms to the district web policy. Documents may not contain objectionable material or link directly to objectionable material. Objectionable material is defined as material that does not meet with the standard for instructional resources (see policy 8310). Web pages must also adhere to copyright laws.

Links to non-district servers must contain a disclaimer indicating that the user is leaving the district server and that the linked material is not necessarily approved by the district.

Web pages on the district's server are the property of the district. The web server will be examined periodically to check for the timeliness and relevance of its pages.

Student Safeguards

Web pages may include only the first name and the initial of the student's last name. Pages or filenames may not include a student's phone number, address, E-mail address or names of other family members or friends.

Use of individual student pictures (video or still) and audio clips on a district web page must have signed parent/guardian approval on file with the webmaster for students under 18 years old. Group pictures (video or still) and audio clips may be published without parent/guardian approval if names are omitted.

Employee Safeguards

Personal information about employees (name, phone number, E-mail, address, picture [video or still], audio clip) may be published only with their written permission.

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